

MINUTES OF BOARD OF DIRECTORS' MEETING
HELD NOVEMBER 30, 1961 at 6 P.M. at YM-YWCA

Present were:	Mr. Sterling	Mr. Merdinger
	Mrs. Rosenberg	Mr. Jones
	Mr. Hardin	Dr. Wood
	Mr. Schaefer	Mr. Barlow
	Mr. Schein	Father Berry
	Mr. Cooper	Mrs. Lynn
	Miss Voigt	Mr. Wilson
	Mr. Geaney	

From Staff: Mr. Kilduff

Minutes of last meeting were accepted as sent.

TREASURER'S REPORT

Mr. Cooper gave the Treasurer's Report for ten months which showed - Disbursements \$75,642.86 - Receipts \$67,027.44 - Disbursements in Excess of Receipts \$8,615.42. The Treasurer's Report was accepted as presented.

MILNE ESTATE

Mr. Hardin informed the Board that final action on the Milne Estate will take place in Union County Magistrate's Court on Wednesday, December 6, 1961 and Family Service Bureau will share 1/7th of the Estate's residue. According to the Milne will, everything must be converted into cash and the stock portfolio has already been transferred. The amount of money the Family Service Bureau will receive from this Estate will be in the neighborhood of \$45,000 to \$47,000.

FINANCE COMMITTEE REPORT

In the absence of Mr. Williams, Mr. Wilson reported that at the Finance Committee meeting held prior to the Board meeting, the Finance Committee had discussed in full the suggestions made by the Advisory Group who met with Mr. Williams on Monday, November 20th, at which meeting the Investment Advisors looked over our portfolio and recommended the following changes: Sell Tri Continental Preferred and Tennessee Gas. The Investment Advisory Committee also suggested, with the proceeds, buy as many shares of Continental Insurance and Manufacturers Hanover of New York as possible; purchasing equal shares of both stocks. However, the Finance Committee agreed to buy 80 shares of Continental Insurance and, with the money remaining, as many shares of Manufacturers Hanover of New York as possible. The proceeds from selling Tri Continental and Tennessee Gas would be around \$9,500.

The Board unanimously agreed with the decision of the Finance Committee and suggested that the steps necessary to make these changes be taken immediately.

CONSTITUTION & BY-LAWS

In the absence of Mr. Chanalais, Mr. Kilduff reported that he had

discussed the proposed revision of the Constitution & By-Laws with Mr. Chanalis on 11-29-61. It was Mr. Chanalis' opinion that the proposed changes were sound and suggested that revision in the Constitution and By-Laws be presented to the full Board at the November 30th Board meeting. Each member present was given a copy of the Constitution & By-Laws as they now stand, together with proposed changes. The Board was asked to review between now and the January meeting the suggested revisions and to make any changes or criticisms they deemed necessary. However, they were further instructed that in order for the Board to act on the proposed revision, any amendments or changes must be submitted to the Executive Secretary at least ten days prior to the next Board meeting, so that proper notice may be given to all Board members of such amendments and changes in order for the Board to act on the adoption of the changes at the January meeting. All members not present at this meeting will be sent through the mail a copy of the proposed changes for their reading and corrections, if any.

AGENCY REPORT

Mr. Kilduff gave the Agency Report for the first 10 months of 1961, and indicated that if the present trend continues the agency will handle more cases this year than it has in the past ten. He further reported from January through October 1961 the following statistics:

Number of applications in October 1961 - families	66
Number of applications - 10 months - families	699
Average number cases open per month - families	249

Sources of Referral

Personal	237
Former contact	72
Friend, relative, etc.	75
Doctors	29
Clergy	8
Lawyers	4
Employers	15
Publicity	15
Courts, Probation Dept.	71
Dept. Child Guidance, Schools, Board of Education	44
Agencies, Hospitals, Clinics	128
Board Members	1
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STAFF CHANGES

Mr. Kilduff told the Board that on November 16th, Mrs. Brougham, our switchboard operator and typist who had been with the agency for close to six years, was tragically killed by an automobile in front of her home. Because of this, certain changes are occurring in the clerical staff and at the present time the agency is interviewing and testing clerical workers to fill Mrs. Brougham's position. However, it may be necessary because of the tremendous work of the agency during the past few months to hire not one but two clerical workers. This would still bring us one clerical worker below our budget request.

He also told the Board that on December 31st, Mrs. Turpin will retire and suggested that in view of the fact that she had been with the agency for so long, an appropriate gift be given to her in the name of the agency as a memento of her long employment. Mrs. Turpin is well provided for through our retirement plan and will suffer no financial hardships. Mrs. Rosenberg moved, Mr. Barlow seconded and the Board unanimously agreed with the Executive Secretary, that an appropriate gift be given to her in the name of the Family Service Bureau.

To take Mrs. Turpin's place on the staff, Mr. Kilduff stated that Miss Leila Gardner will be joining the staff of the Family Service Bureau as of January 1, 1962. She is a well qualified professional social worker with many years of experience as a caseworker and an administrator.

OTHER BUSINESS

In other action by the Board, Mr. Hardin informed the Executive Secretary that the Board had unanimously approved his salary be increased to \$12,000 a year.

Meeting adjourned at 8:15 p.m. Next meeting of the Board will take place on Thursday, January 25, 1962. There will be no meeting in December because the November meeting served as a November-December meeting.

Edward V. Kilduff
Executive Secretary

EVK:H